4

Export Certification Manual

Steps to Certify

Determine Import Requirements

Contents

Introduction

Once you have determined that a commodity is eligible for a certificate you must determine what the country's import requirements are. The main source of information on a country's import requirements is the EXCERPT database. Additionally, exporters may present an Import Permit or some other type of communication from the National Plant Protection Organization (NPPO) of the importing country.

This section provides details on how to use the EXCERPT database to determine the import requirements for a commodity. Refer to *EXCERPT* on **page 3-2-1**.

Finding Import Requirements

The following method for finding all the import requirements for a specific commodity will ensure that all requirements are identified. While there are other possible shortcuts to navigating through export summaries, the following method has proven to work well for training purposes.

Step 1—Access EXCERPT

Login to EXCERPT at the following web site address and enter your user identification number and password[1]:

<http://excerpt.ceris.purdue.edu/>

Step 2—Review Important Information on the EXCERPT Home Page

At the EXCERPT home page, check the following to identify recent changes or additions to import requirements, as well as, alerts that may apply to all exports:

1. Messages and Alerts

2. Phytosanitary Notes

3. Recent Summary Changes

Step 3—Review Export Summary for Product Requirements

1. At the EXCERPT home page, select *Export Summary Inquiry* then:

2. Type the Approved or Summary name of the country in the *Country Name* block.[2] If a country name was entered that does not correspond to a country listed in EXCERPT you will be prompted to select a name from a list of countries.

3. Click on #1 for *Product Requirements Information.*

4. Type the scientific name of the commodity in the *Commodity Name* block. While you can use the common name, you may not obtain the correct information, since common names are not always listed in a country summary. In addition, check to see if the commodity is addressed under the family or genus name.

5. Click the *Submit Query* button at the bottom of the screen.

Step 4—Respond to any Prompts to Complete the Query

1. If a country name was entered that does not correspond to a country listed in EXCERPT you will be prompted select a name from a list of countries.

---

1   If you **do not** have an authorized user identification number and password refer to *EXCERPT Accounts* on **page 3-2-2**.

2   If you are unsure about the country name, then see *Appendix C, List of Countries* on **page C-1-1**.

If the country's name:	And EXCERPT:	Then:
Is **not** in EXCERPT	→	1. CONTACT Export Services[1] 2. FOLLOW UP with your Export Certification Specialist (ECS) about Headquarters' guidance
Is in EXCERPT	States that Export Services should be contacted	1. NOTE the approved country name 2. CONTACT Export Services[1] 3. FOLLOW UP with your ECS about Headquarters' guidance
	Sends you to the country's export summary	1. NOTE the approved country name 2. GO to **Step 2.** below
	Sends you to another foreign country's export summary	1. USE the approved country name of the importing country, **not** the export summary you are directed to 2. Use the import requirements from the export summary you are directed to 3. GO to **Step 2.** below

1 Phone 301-734-8537 or FAX 301-734-7639. Refer to *Messages and Alerts* on **page 4-3-2**.

2. Either select the plant name from a *Commodity Menu* or select the plant part from a *Product Requirements Menu.*

If the plant name:	And the plant part:	Then:
Is **not** specifically listed under *Product Requirements* (check under Family and Genus)	→	1. Either GO back to the *Export Summary Inquiry* screen, or JUMP to *General Information* from the bottom of the screen 2. CONTINUE to *Review Export Summary — General Requirements* on **page 4-3-3**
Is listed under *Product Requirements* (check under Family and Genus)	Is **not** listed	
	Is listed under Product Requirements	1. REVIEW the import requirements 2. If not prohibited, CONTINUE to *Review Export Summary — General Requirements* on **page 4-3-3**. 3. If prohibited, GO to *1. Is the Commodity Prohibited?* on **page 4-4-2**

Step 5—Review Export Summary — General Requirements

At the *Export Summary Inquiry* screen click on #2 for *General Information.*

⚠️ **Important**	The requirements in EXCERPT are for U.S. origin commodities unless specified otherwise; if the requirements pertain only to U.S. origin commodities EXCERPT will not state that the requirements pertain to U.S. origin commodities. If requirements apply to a commodity originating from other than the U.S. EXCERPT will specify the originating country.

General Information of export summaries is the second place to find import requirements. In addition to containing requirements that pertain to broad classes of commodities, General Information may also contain special notices about unusual or unique requirements, therefore, **it is important to check General Information even if a commodity is listed in Product Requirements.**

For example, a commodity may be enterable according to the Product Requirements section, but be prohibited because, in the Prohibited Products section, it states, "All host material of pink hibiscus mealybug is prohibited." If the commodity is a host, you cannot certify the commodity unless an import permit is presented. In this case, EXCERPT does not identify the prohibition in Product Requirements because of the broad nature of the requirement and the fact that the host list of pink hibiscus mealybug is continually updated.

Step 6—Review Export Summary — General Requirements for Prohibited Products

1. Type "prohibited" in the Category Name block and click on Submit Query button or select Prohibited Products from the Category Menu

2. Select the plant part.

If the plant or plant product:	Then:
Is listed as prohibited	1. NOTE that the commodity is prohibited 2. GO to *1. Is the Commodity Prohibited?* on **page 4-4-2**
Is **not** listed as prohibited	1. NOTE that the commodity is **not** prohibited 2. Either GO back to the *Export Summary Inquiry* screen or the *Category Menu,* or JUMP to *General Information* from the bottom of the screen 3. CONTINUE to *Review Export Summary — General Requirements for Unrestricted Products* on **page 4-3-4**

Step 7—Review Export Summary — General Requirements for Unrestricted Products

Type "unrestricted" in the *Category Name* block and click on the *Submit Query* button or select Unrestricted Products from the *Category Menu.*

If the plant or plant product:	Then:
Is listed as unrestricted	1. NOTE that the commodity is unrestricted; PC is **not** required but can be issued 2. SKIP to ***Review Export Summary — General Requirements for Various Other Categories*** on **page 4-3-5**
Is **not** listed as unrestricted	1. NOTE that the commodity is **not** listed as unrestricted 2. Either GO back to the *Export Summary Inquiry* screen or the *Category Menu,* or JUMP to *General Information* from the bottom of the screen 3. CONTINUE to ***Review Export Summary — General Requirements for Restricted Products*** on **page 4-3-5**

Step 8—Review Export Summary — General Requirements for Restricted Products

Type "restricted" in the *Category Name* block and click on *Submit Query* button or select Restricted Products from the *Category Menu.*

If the plant or plant product:	Then:
Is listed as restricted	1. NOTE the requirements 2. CONTINUE to ***Review Export Summary — General Requirements for Various Other Categories*** on **page 4-3-5**
Is **not** listed as restricted	1. NOTE that the commodity is **not** listed as having conditions of entry, but would still require a PC if **not** listed as unrestricted 2. CONTINUE to ***Review Export Summary — General Requirements for Various Other Categories*** on **page 4-3-5**

Step 9—Review Export Summary — General Information — Definitions of Terms and Coded Abbreviations

Before reviewing the requirements it is important that the "Definitions Of Terms And Coded Abbreviations" within the General Information section are reviewed. Specifically, the definitions for the following should be reviewed:

◆ Phytosanitary Certificate: PPQ 577 or PPQ 579, as appropriate

◆ Processed Product Certificate: if appropriate

◆ Specific plant part

Step 10—Review Export Summary — General Requirements for Various Other Categories

Explore other categories found under *General Information*, such as definitions, harmful organisms, packing material, points of entry, special notices, and work plans.

Step 11—Review Export Summary — Subsidiary Information
Go back to the *Export Summary Inquiry* screen, click on the button next to #3 for *Subsidiary Information*, and click on *Submit Query* button; or jump to *Subsidiary Information* from the bottom of the screen.[3]

At this time you should know the import requirements. Continue on to *Take Action on Common Import Requirements* on **page 4-4-1**. Additionally, check the Special Procedures section to determine if any of the information in that section applies to the commodity.

> ⚠️ **Important** If the commodity is unrestricted and there were no other instructions in General Information or Subsidiary section, AND the exporter has not requested a certificate, you are done. If the exporter has requested a certificate, continue on to *Follow Inspection Guidelines* on **page 4-5-1**.

---

3 Usually, *Subsidiary Information* in export summaries **does not** contain information of a phytosanitary nature, but it may contain information of interest to exporters (such as contacts for import permits, requirements for importing bees, geographical samples, etc.). See Canada's export summary as an example.